

**CAREER OPPORTUNITY
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT**

Announcement Date: **January 30, 2006**

Position Title: **Legal Coordinator**

Closing Date: **February 10, 2006**

Classification Level: **CL 30 or 31 (73,441-140,438) based upon qualifications**

Duties and Responsibilities

The Legal Coordinator serves as the manager of the attorneys and legal assistants assigned to the Clerk's Office, Operations Division. The Legal Coordinator assures prompt, legally accurate memos and advice are provided to the court; oversees drafting of clerk's procedural orders which facilitate case management; manages emergency, death penalty and complex cases; ensures proper screening of incoming cases; oversees pro bono and CJA appointment programs; coordinates staffing, recruitment, selection, training, and evaluation, of employees within the unit; assures proper staffing and coverage for the office.

Qualification Requirements

Applicants must have a Juris Doctor degree from an accredited law school and admission to practice before the highest court of a state or commonwealth of the United States; court experience preferred. Qualification at the CL-30 level requires a minimum of four years of relevant legal experience after law school. Qualification at the CL-31 level requires a minimum of five years of relevant legal experience after law school. The position also requires the following particular skills and abilities: thorough knowledge of appellate practice and procedure; ability to analyze complex legal questions and provide proposed solutions; strong written and oral communication skills; the ability to work quickly and accurately and prioritize among competing demands; skill in dealing with others in person-to-person work relationships; and the ability to exercise mature judgment. One year of the required experience must have been at, or equivalent to, the next lower grade in the Federal service.

Copies of law school transcripts and bar admission, and a writing sample must be submitted with the application. The writing sample should be no more than 10 pages.

Hiring is contingent on successful background check and proof of citizenship.

Benefits

Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by more than 12 insurers. The government contributes part of the premium; the exact percentage depends on the plan selected; paid vacations: from 13 to 26 days per year depending on length of federal service; sick leave: 13 days per year.

Send résumé, cover letter, copy of law school transcripts and bar admission, and short writing sample to:

Patricia Moore
22409 U.S. Courthouse
601 Market St.

Philadelphia, PA 19106-1790

EQUAL OPPORTUNITY EMPLOYER